

## **Instructions for Preparing Budget Control Worksheet - Other Receipts**

This worksheet is designed to simplify the process of detailing the information included as transfers from other funds, other financing sources, an estimate of tax levy net of Overlay, and Cherry Sheet distributions and reimbursements from the Clerk's certification of appropriations as well as from other budgetary references. It should be prepared in connection with the other budget control worksheets. The worksheet is most easily prepared if the following sequence of directions is followed:

1. Include as transfers from other funds amounts from the Clerk's certification of appropriations.
2. Include as other financing sources amounts from the Clerk's certification of appropriations.
3. Include an estimate of real and personal property tax levy. This amount may be the municipality's estimated levy limit for the fiscal year or estimated levy determined during the budget process. The amount is net of the overlay.
4. Include the Cherry Sheet revenue amount as reported to the municipality by the Commissioner of Revenue annually.

## BUDGET CONTROL WORKSHEET - OTHER RECEIPTS

	General Ledger Journal Entry #4						
	<b>Total</b>	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Proprietary</u>	<u>Fiduciary</u>	
<b>Transfers From Other Funds:</b>	\$ 19,500		\$ 16,500			\$ 3,000	

	General Ledger Journal Entry #5A						
	<b>Total</b>	<u>General Fund</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Proprietary</u>	<u>Fiduciary</u>	
<b>Other Financing Sources:</b>	\$ 100,000	\$ 100,000					

	General Ledger Journal Entry #6						
	<b>Total</b>	<u>Real Property</u>	<u>Personal Property</u>	<u>Capital Projects</u>	<u>Proprietary</u>	<u>Fiduciary</u>	
<b>Estimated Tax Levy:</b>	\$ 9,218,951	\$ 8,857,531	\$ 361,420				

	<b>Total</b>	General Ledger Journal Entry #7	
<b>Total Cherry Sheet Revenues (net of offsets):</b>	\$ 2,046,949		